

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting November 15, 2017

17-11-15-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, November 15, 2017. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 1:00 p.m. in Conference Room 10, Indiana Government Center South-First Floor.

Members present constituting a quorum: Luke Britt, Public Access Counselor; Cynthia Carrasco, Governor's Designee; Samantha Chapman, Designee for Connie Lawson, Secretary of State; Jim Corridan, Director & State Archivist, Indiana Archives and Records Administration; Tammy Glickman, Designee for Jessica Robertson, Commissioner, Department of Administration; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology. Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts, was welcomed to the OCPR Committee, taking the place of Mike Bozowski.

Members absent: Chandler Lighty, Director, Indiana Historical Bureau; Jacob Speer, Director, Indiana State Library.

Guests: None.

IARA staff in attendance: Marilyn Fernandez, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

17-11-15-02

NEXT MEETING

Luke Britt announced the next meeting would be held December 20, 2017 at 1:00 p.m. in Conference Room 10, Indiana Government Center South, 1<sup>st</sup> Floor.

17-11-15-03

PREVIOUS MEETING

A motion was made by Tammy Glickman and seconded by Samantha Chapman to approve the minutes of the August 16, 2017 meeting. Motion carried.

17-11-15-04

OLD BUSINESS

None

17-11-15-05

DIRECTOR'S REPORT

Jim Corridan reported a written report was furnished with the packet. Mr. Corridan stated there were not too many things to report other than the State Archives launched its online catalog and all the records at the Archives are now at some level available to the public by going through [researchindiana@iara.in.gov](mailto:researchindiana@iara.in.gov). Mr. Corridan stated that would include the records from almost every county in the State and records going back to the 1780's.

17-11-15-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

The Oversight Committee on Public Records took the following action regarding retention and disposition schedules.

Luke Britt stated there were only two (2) schedules as the Bureau of Motor Vehicles is still pending and will be presented next month.

1. GENERAL RETENTION SCHEDULE

All Agencies

A motion was made by Jim Corridan and seconded by Cynthia Carrasco to adopt Schedule No. 1 as submitted. Motion carried.

2. LOBBY REGISTRATION

A motion was made by Graig Lubsen and seconded by Tammy Glickman to adopt Schedule No. 2 as submitted. Motion carried.

17-11-15-07

NEW BUSINESS

None

17-11-15-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 1:08 p.m.